

KING COUNTY TOBACCO FREE COUNCIL

Mission Statement

The King County Tobacco Free Council is composed of representatives from a broad based group of businesses, government, and community organizations dedicated to improving the health and economy of King County by reducing tobacco use.

The Council is committed to involving women, youth, minority populations and others targeted by the tobacco industry; implementing tobacco control measures and supporting activities in such efforts.

Purpose

The Council serves to advise the Public Health-Seattle and King County (PHSKC) of community opinion and to support the agency in its tobacco prevention efforts. The Council will give advice on the development of a comprehensive plan, fiscal decisions, and rational public health policy towards tobacco in King County.

Bylaws

Article I – Council Membership

- 1.1 **Council Composition:** Representatives of King County agencies or tribes are appointed by PHSKC as members of the Council. Their background, experience or interest supports the mission of the Council. An agency is defined as a business, government organization, or a community organization. Representatives have one vote each on the Council. A minimum of 20 agencies/tribes will form the Council.
- 1.2 **Removal:** Removal may occur when an agency or tribe fails to actively support the Council mission, or for failure to actively participate in Council activities. Representatives must participate in at least four meetings per year. Removal requires three fourths affirmation by the voting membership.

Article II – Council Meetings

- 2.1 **General Meetings:** There shall be at least ten general membership meetings each year. Meetings are open to the public. At the fall general meeting, election of new officers and funding committee members shall take place and transaction of annual business will be reported.
- 2.2 **Special meetings:** Special meetings of the membership may be called at any time by the chair. Special meetings may also be called by members having at least twenty (20) percent of the total number of member votes. The secretary shall arrange the time and place for the

special meeting not less than ten (10) nor more than thirty (30) days after receiving the request.

2.3 Notice of Meetings: Members receive written notices of the date, place and hour of meetings, at least seven (7) days prior to the meeting. In case of a special meeting, the purpose of the meeting shall be noted.

2.4 Quorum: The presence of one fourth of the members shall constitute a quorum.

Article III – Executive Committee

3.1 Composition: The executive committee shall consist of the following officers: chair, first vice chair, second vice chair, secretary and treasurer. The executive committee may establish committee task forces as needed.

3.2 The Chair - The chair must be a member of the Council, shall exercise the usual executive powers pertaining to the office of the chair, and shall preside at meetings of the funding committee, executive committee and of the general membership.

3.3 The First and Second Vice-Chairs - The vice chairs must be members of the council and in the absence or disability of the chair, the first vice chair shall preside. In the absence or disability of the chair and the first vice chair, the second vice chair shall preside.

3.4 The Secretary - The secretary must be an employee of PHSKC and will conduct the daily administrative business of the Council.

3.5 The Treasurer – The treasurer must be an employee of PHSCKC and will conduct all financial duties of the Council.

3.6 Terms of Office: The chair and vice chairs shall be elected annually by the general membership, and shall serve a maximum of two terms in any one position. The secretary and treasurer are appointed by PHSKC.

3.7 Vacancies - Vacancies in any elected office may be filled by the Council at any regular or special meeting for the unexpired portion of the term.

3.8 Removal - Any elected officer may be removed by three fourths majority of the voting membership if the best interests of the Council are judged as not met.

Article IV – Funding Committee

4.1 Composition - The funding committee shall consist of the chair, first vice chair, second vice chair, treasurer, and at least three elected members of the Council and two alternates.

4.2 Roles and Responsibilities – The funding committee shall serve as an advisory board to PHSKC and Council on distribution of community grant funds. The funding committee

shall hold regular business meetings to discuss community grants, including the development of RFP's and distribution of funds.

- 4.3 **Terms of Office** – All elected members shall hold office for one year with a maximum of two consecutive terms. The treasurer is appointed by PHSKC.
- 4.4 **Vacancies** – Any vacancy will be filled by an alternate, and the executive committee will appoint a new alternate.
- 4.5 **Notice of Meetings** – Notice of the time and place of any general or special funding committee meeting shall be given by the secretary or by the person(s) calling the meeting at least five (5) days prior to the meeting date.
- 4.6 **Quorum** – A meeting with fifty (50) percent of the funding committee members present shall constitute a quorum for the transaction of business. A majority vote of the quorum is needed to represent the action of the entire funding committee.

Article V – Administrative and Financial Provisions

- 5.1 **Annual Dues** - Annual dues, if any, for members shall be determined by the voting membership.
- 5.2 **Fiscal Year** - The fiscal year is January 1st to December 31st each year.
- 5.3 **Amendment of Bylaws** - These bylaws may be amended by a two-thirds majority vote of active members at general or special meetings.
- 5.4 **Rules of Procedures** - At all Council meetings, the Roberts' Rules of Order on Parliamentary Procedure shall be followed, so far as applicable and when not inconsistent with the bylaws.

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